

CONFIDENTIAL

PROCUREMENT MANAGEMENT STAFF, OL  
WEEKLY REPORT  
Week Ending 31 May 1988

1. Status of Tasks Assigned by Senior Management:

a. Centel Business Systems Protest:

yes  
The conference scheduled for 26 May at General Accounting Office (GAO), in response to Centel Business Information Systems, Inc. bid protest, was cancelled after a discussion between GAO and Centel. The original meeting was requested and scheduled for 10 May by Centel and rescheduled for 26 May, and may not be rescheduled, according to GAO. GAO has directed us to provide Centel with limited addition documentation; i.e., the Source Selection Authority/contracting officer decision memorandum of 19 February and three pages of the factory test demonstration (FTD). [redacted] ✓

25X1  
25X1  
[redacted]

A complete package of the working materials and evaluation of the solicitation proposals will be provided to GAO this week at their request. The package is intended for GAO use only.

25X1  
[redacted]

b. OL Visitation:

25X1  
Chief, Procurement Management Staff (PMS), OL, is tentatively scheduled to meet with the Chief Office of Scientific and Weapons Research, DI, on either 9 or 10 June. OL/PMS is awaiting date confirmation from DI/OSWR. [redacted]

2. Major Events That Have Occurred During the Preceding Week:

a. CONIF Activity:

25X1  
(1) CONIF input 183 contracts and 112 amendments into its system during this reporting period. [redacted]

25X1  
25X1  
(2) On 25 May, [redacted] Chief, PMS/CONIF, met with [redacted] Contract Administration and Settlement Branch, General Procurement (CASB/GP), ACG, and others to discuss the possibility of adding the archive job number, box number and

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25X1 folder number to the CONIF contract record prior to its  
25X1 retirement from the CONIF system. The availability of this  
25X1 information would help GP/CASB tremendously in their daily  
attempts to locate archived folders being brought back for  
research purposes or problem solving. Consideration was given  
to the time and effort required for such a modification, and the  
recommendation from the Technical Group, Data Administration  
Service (TG/DAS/IMSS), OL, was to create a small NOMAD  
application instead. [ ] has agreed to the above  
recommendation and will meet with [ ] OL/IMSS, to  
work out the details. [ ]

25X1 (3) The [ ] Center move took place over the memorial Day  
weekend as scheduled. The CONIF test team came in on Monday,  
30 May, to test the application of the system and everything  
seemed to be in working condition. On the morning of 31 May,  
CONIF did experience some minor problems due to system  
instability; however, it is expected that these "inconveniences"  
25X1 will be resolved as quickly as possible. [ ]

c. Automation Activities

25X1 (1) [ ] OL/PMS, met with [ ]  
Office of Research and Development (ORD), DS&T, on 23 May to  
discuss the expert system project for Acquisition Planning. The  
request for proposal (RFP) will be ready to issue in June. A  
Memorandum of Understanding between DS&T/ORD and the Director of  
Logistics (D/L) is ready for final management review. OL/PMS is  
25X1 developing a requirements statement to DS&T/ORD from D/L. [ ]

25X1 (2) [ ] OL/PMS, met with [ ] Office of  
Special Projects, DS&T, on 25 May to discuss the draft  
25X1 Acquisition Planning Guide. [ ] will  
25X1 meet again on 6 June to continue their discussion on the  
program office's involvement in developing the Guide. [ ]

25X1 (3) On 26 May, [ ] met with [ ] DS&T/ORD  
25X1 and two of his officers and with [ ] Office of  
Information Technology, DA, for comments on the final DRAFT of  
the Contract Team Automation Working Group report. The report  
25X1 should be ready for finalization by mid-June 1988. [ ]

25X1 (4) [ ] OL/PMS, authored a User's Manual for  
the Agency Contract Review Board database on LOTUS 1.2.3., which  
25X1 [ ] also developed. The Manual will be a great asset  
25X1 to OL/PMS in the preparation of the ACRB statistics. [ ]

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d. Procurement Note 194, Quick Closeout Procedures:

25X1 [ ] OL/PMS has prepared Procurement Note 194, Quick  
25X1 Closeout Procedures, for final review before issuance. [ ]

e. OL/PMS Daily Activities:

25X1 (1) [ ] represented the Office of Logistics at the  
25X1 Industrial Review Panel meeting on 26 May. Approximately eight  
cases were reviewed for disposition. [ ]

25X1 (2) [ ] reviewed the Nexis Lexis proposed contract  
25X1 with the Mead Data Central Corporation for OL/PMS. [ ]

25X1 (3) [ ] returned from annual leave on 31 May;  
25X1 [ ] will be on annual leave until 3 June.  
25X1 [ ] will be in training from 6-10 June. [ ]

25X1 (4) [ ] will be on annual leave from 1-10 June. [ ]

f. Training Activities

25X1 (1) On 26 May, OL/PMS sponsored a skills workshop on the  
25X1 Freedom of Information Act. [ ] Chief, Information  
25X1 Services Division and [ ] office of General Counsel  
were the keynote speakers. [ ]  
emphasized those topical areas relating to procurement  
activities. The consensus of opinion was that the presentation  
25X1 was an excellent one pertaining to an important area of law. [ ]

25X1 (3) [ ] has completed his preparation of material  
for the "Ethics in Government: workshop being presented by  
OL/PMS on 6 June. Ten persons have signed up for the workshop  
25X1 to-date. [ ]

25X1 (4) [ ] were attendees at the  
25X1 31 May running of "Managing Work Under Pressure." [ ]

25X1 (5) [ ] will complete the Contract Process Course on  
3 June. [ ]

3. Upcoming Events:

25X1 OL/PMS will keep management apprised of any significant upcoming  
events. [ ]

4. Management Activities and Concerns:

25X1 OL/PMS will continue to keep management apprised of any  
significant activities or concerns as they arise. [ ]

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